

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

National Intelligence Officers

SP - 189/81  
15 September 1981

MEMORANDUM

FROM: Acting National Intelligence Officer for Strategic Programs

SUBJECT: Employee Suggestion on Centralized Control of Conference Rooms

ILLEGIB

1. I give enthusiastic support to the attached Employee Suggestion by [REDACTED]. The quest for conference rooms for interagency meetings on national intelligence estimates has involved many hours of valuable secretarial time, often without satisfactory results. I have frequently had to crowd 30 or so people into a conference room intended for 15 or 20 while conference rooms of adequate size were either being held for contingencies or being used by only a few conferees. Once a meeting has been arranged and participants notified, however, it is difficult to make changes to correlate conference rooms and number of participants. A centralized control arrangement as suggested by [REDACTED] would allow a rapid determination of conference room availability prior to scheduling a meeting, and permit room assignments to accommodate the number of participants expected.

ILLEGI

ILLEGI

ILLEGIB 2. I recommend [REDACTED] suggestion be adopted to save manpower, make more efficient the use of scarce facilities and present a better image of the Agency to the many non-CIA participants in meetings and conferences held in the Headquarters building.

STATINT

Attachment  
Employee Suggestion

EMPLOYEE SUGGESTION

Centralized Control of Conference Rooms

Present Method (continued)

conference room during a particular period, he may allow a group from some other office or Agency component to reserve it.

To reserve a conference room, an individual must call each office having control of a room (my list currently contains 44) until a suitable room is found. If no room is available for the duration of the planned meeting, the individual must recall the offices in an attempt to find two or more rooms in which to book the meeting, requiring the conferees to move from room to room.

The present method results in rooms being used for only one or two hours a day, large rooms being used by small groups, and groups being "bumped" from a room at the last minute by members of the office to which the room belongs.

Date

**ROUTING AND TRANSMITTAL SLIP**

17 NOV  
1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA	H	11-18
2. DDA	J	11/18
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EO/DDA